

SANDY CITY
APPROVED CLASS SPECIFICATIONS

I. Position Title: Deputy City Attorney

Revision Date: 8/02

EEO Code: Official/Administrator

Status: Exempt (Law Professional)

II. Summary Statement of Overall Purpose/Goal of Position:

Under the general direction of the City Attorney, performs complex civil and criminal law functions for the City which require the application of professional judgment and skill; manages the City Attorney's office; performs any and all functions incident to statutory or customary duties of the City Attorney in his/her absence.

III. Essential Duties

- Oversee the prosecution all charges of violation and municipal ordinances and regulations in the courts or administrative tribunals and prosecute and defend, or supervise the prosecution and defense of all actions and appeals involving the City in all courts and before all boards, commissions, and administrative agencies.
- Perform legal research including extensive analysis of legal positions.
- Determine and apply legal principles and precedents to problems and issues.
- Furnish legal advice, counsel, and assistance to the Mayor, Council, and all other City officers, boards, commissions, and agencies in relation to their duties and the business of the City.
- Recommend for hire, train, evaluate, and recommend discipline for department employees.
- Oversee annual department budget and monthly analysis of budget expenditures against plan.
- Initiate and prosecute actions to protect the City's interests including preparation of pleadings and briefs, oral argument, trial, and settlement negotiations.
- Develop and implement office policy.
- Prepare ordinances, resolutions, contracts, leases, and memoranda for consideration and approval.

IV. Marginal Duties

- Performs other duties as assigned.

V. Qualifications:

Education: Juris Doctorate Degree, membership in the Utah State Bar, and admission to practice before all state courts and U.S. District Court are required.

Experience: Five years of professional experience as a practicing attorney, two of which must have been in municipal or a related field.

Knowledge of: Laws affecting municipalities and their employees, and rules of proper verbal and written communication; ethical principles; principles of budget planning and preparation, management, supervision, personnel, and planning.

Responsibility for: The use of discretion and independent judgement; acquiring and retaining familiarity with a large number of complex court cases and sophisticated and rapidly changing principles of law and applying these principles to complex factual situations; drafting contract provisions for City departments; taking requests by departments and translating into legal terminology with sufficient clarity to clearly

describe the duties of each party to withstand court challenges; must clearly assign risks for negligence and failure to perform contract duties, damage risk ranges from a few hundred dollars to hundreds of thousands and more where serious injury results from a party's negligence; great responsibility for making decisions in matters of serious financial or practical consequence or involving the welfare of lives and property; supervision of Senior City Attorney, Assistant City Attorneys, Paralegal, Legal Secretary, and Receptionist.

Communication Skills: Ability to effectively counsel, persuade, and inform others regarding city operations, policies and needs, under close scrutiny of the public, press, political interests, courts and other agencies of government; respond impromptu, examine witnesses effectively, and argue persuasively, often under hostile and stressful circumstances; relate positively and professionally with legal counsel, judicial, administrative, and legislative officials, press representatives, co-workers, and members of the general public; exhibit patience and empathy with persons holding hostile or opposing views; maintain professional confidences; constructively and creatively solve problems and resolve disputes; represent the City with decorum in a manner which promotes public confidence in the City, its officials and employees; contacts with executives on matters requiring explanations and discussions and frequent contact with other City departments requiring tact and judgment to avoid friction.

Tool, Machine, Equipment Operation: Regular computer use is required with ability to operate word processing software; occasional use of copier machine to copy legal documents; regular use of a fax machine, telephone, and a copier.

Analytical Ability: Great initiative and ingenuity is necessary; collect and rapidly assimilate facts; organize, analyze, and retain familiarity with large numbers of complex court cases; research effectively and require and retain familiarity with sophisticated and rapidly changing principles of law and apply principles to complex factual situations; concentrate and function effectively and independently under heavy workload demands in matters of serious financial or practical consequence or involving the welfare of lives and property.

VI. **Working Conditions:**

Pressure and fatigue are present in this position due to frequent exposure to stressful situations, overtime, and deadlines; responsibility for the care, condition, and use of materials, equipment, and money; constant attendance is required; work assignments are broad and performed with little or no supervision or checking; work is referred to supervisor only when policy questions arise.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any